



Department of Human Resources

Open-Competitive Exam Announcement

Please Post Conspicuously

Jack Doyle
County Executive

Elizabeth H. Riley
Director

OC-65820

Inspector of Weights and Measures

Application Fee: **\$15.00**

Examination Date: **October 26, 2002**

Closing Date for Filing: **September 18, 2002**

Salary: **\$29,784 - \$38,426 annually**

Employment Opportunities: **The eligible list may be used to fill vacancies at other agencies with this title served by the Monroe County Civil Service Commission.**

Minimum Qualifications:

Graduation from high school or possession of an equivalency diploma plus EITHER:

- (A) Satisfactory completion of 24 semester credit hours in the physical sciences*, engineering sciences, electronic sciences**, mechanical technology and/or mathematics*** from a regionally accredited or New York State recognized college or university; OR,
- (B) One (1) year paid full time experience inspecting and testing devices and packaged commodities, enforcing weights and measures laws and regulations.

*Physical sciences include chemistry (inorganic chemistry, organic chemistry, biochemistry), earth science (meteorology, astronomy, geology) and physics.

**Electronic Sciences do not include course work in electricity; electricity is a science that deals with the laws of electricity, while electronics is a branch of physics that deals with the emission, behavior, and effects of electrons (in tubes and transistors) with electronic devices.

***Mathematics includes course work in accounting, economics, etc. provided the primary focus of the course is manipulation of numbers.

NOTE: Verifiable part-time experience may be pro-rated toward meeting full time experience requirements: 8-15 hours per week is $\frac{1}{4}$ time; 16-23 hours per week is $\frac{1}{2}$ time; 24-31 hours per week is $\frac{3}{4}$ time; 32+ hours per week is full time.

Work experience must be paid full-time, or its part-time equivalent. Employment dates, average number of hours worked per week, and job duties must be included.

Special Requirements:

If you are appointed, you will be required to possess a valid class D license issued by the State of New York or otherwise demonstrate your capacity to meet the transportation needs of the position.

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Candidate must also either possess or be capable of obtaining a CDL B license within six (6) months of employment.

Candidates will be required to pass a physical examination at the time of appointment.

Depending upon assignment, candidates for employment with Monroe County will be required to pass a pre-employment drug test.

Residency Requirement:

Applicants must be residents of Monroe County for at least four (4) months at the time of examination.

Fees:

- ❖ A \$15.00 Application Fee for each examination for which you apply is to be paid with your application, unless the fee is waived for that examination.
- ❖ Make check or money order payable to: Monroe County Director of Finance
- ❖ Write your SOCIAL SECURITY NUMBER AND EXAM NUMBER(S) ON YOUR CHECK OR MONEY ORDER.

Be sure to compare your qualifications carefully with the requirements listed and file only for those examinations for which you clearly qualify and intend to take. We cannot prescreen applications submitted without the fee. No refunds will be made if your application is disapproved or you fail to appear for the test. There is a \$15.00 charge for returned checks. We do not accept cash.

Exception to Fee Requirement:

An exception to the application fee will be made only for persons receiving Supplemental Security Income (SSI) payments or public assistance, provided Foster Care or certified as Workforce Investment Act (WIA) eligible through a state or local social service agency, and for those who are unemployed and primarily responsible for the support of a household. Employees of Monroe County who are represented by the Federation of Social Workers, Local 381, are eligible for this waiver for all exams if they are in group 52 and below; employees in a salary group above 52 are eligible for the fee waiver, if the examination is for a title in their career field. Employees of Monroe County who are represented by C.S.E.A., Local 828, are eligible for this waiver, if they are in salary group 10 or below. The fee is waived for all Monroe County employees taking promotional exams. Individuals wishing to claim this waiver of fee must complete an application fee waiver request located on the last page of the application. Such claims are subject to later verification and, if not supported by appropriate documentation are grounds for barring appointment.

Description of Duties:

This position is responsible for inspecting and testing commercial weighing and measuring devices. The employee reports directly to and works under the general supervision of the Director or Senior Inspector and in accordance with applicable State, local laws, rules, regulations and ordinances. Employees of this class may be required to work out of doors in inclement weather and must be capable of lifting weights up to fifty pounds. Supervision of others is not a responsibility of this class.

Scope of Examination:

A multiple-choice written test will cover knowledge, skills and /or abilities in such areas as:

1. Arithmetic reasoning

These questions test your ability to solve an arithmetic problem presented in sentence or short paragraph form. You must read the problem, understand the situation presented, decide what must be done to solve it, and apply the appropriate arithmetic operation(s) in the appropriate order, in order to determine the correct answer. Knowledge of addition, subtraction, multiplication, and division will be necessary. Questions may also involve the use of percents, decimals, and fractions.

2. Office record keeping

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These questions test your ability to perform common office record keeping tasks. The test consists of two or more "sets" of questions, each set concerning a different problem. Typical record keeping problems might involve the organization or collation of data from several sources; scheduling; maintaining a record system using running balances; or completion of a table summarizing data using totals, subtotals, averages and percents.

3. Determining the accuracy of scales

These questions are designed to test a candidate's ability to determine if weighing scales are reading accurately and, if not, the extent of error associated with each scale. The candidate is shown a test load and given the weights of single units in the load and must calculate the total weight of the test load. The candidate is also shown two separate scale readings and must determine if either or both readings are fast or slow and by how much.

Knowledge of addition, subtraction, multiplication and division is necessary. Specific knowledge of weights and scales is not required.

4. Understanding and interpreting written material

These questions test how well you comprehend written material. You will be provided with brief reading selections and will be asked questions about the selections. All the information required to answer the questions will be presented in the selections; you will not be required to have any special knowledge relating to the subject areas of the selections.

5. Weights and measures

These questions are designed to test a candidate's knowledge of the various types of weighing and measuring systems commonly used throughout business and industry. The subtest will deal with, but is not necessarily limited to, such areas as:

- Typical quantities associated with the Metric and English weights and measures systems;
- Types of linear and liquid measuring devices in common use;
- Various types of weighing devices in common use;
- Basic construction and operation of the various types of weighing and measuring devices in common use.

Calculators and Reference Materials:

Most civil service written tests do not require the use of a calculator or slide rule. However, the use of calculators is **OPTIONAL** for this exam. Candidates have the option of bringing a hand-held, quiet, battery or solar-powered arithmetic calculator or a slide rule to the test room. Candidates will not be permitted to use calculators containing spell check, dictionary, language translator, address or telephone book, personal digital assistants, or typewriter keyboard features, or any similar devices. You may not bring books or other reference materials.

This examination is being prepared and rated by the New York State Department of Civil Service in accordance with Section 23-2 of the Civil Service Law. The provisions of the New York State Civil Service Rules and Regulations dealing with the rating of examinations will apply to this examination.

Applications:

Applications may be obtained at the address or web-site indicated at the bottom of this page and must be postmarked or filed in the Monroe County Department of Human Resources by the closing date for filing for this examination.

Candidates Must Record the Exam Number and Title on the Application.

Note:

Submission of a resume does not relieve you of the responsibility for completing all sections of the official application. The resume is a supplement to the application, and not a substitute for it. To receive credit for a job, basic

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employment information such as address, name and title of supervisor, average number of hours in the workweek, final salary, reason for leaving, specific job duties, your job title, etc. must be shown.

Certifications and Appointments:

The eligible list resulting from this examination will be established in accordance with the final earned numerical rating of passing candidates regardless of residence. A municipality or district may exercise its right under Section 23 of the Civil Service Law to request an initial certification of eligibles who have been residents of that municipality or district for at least one (1) month on the date of certification and who are also legal residents of the appointing jurisdiction at the time of appointment, in accordance with their numerical rating. After the names of residents have been exhausted the Commission must then certify in regular rank order the names of non-residents on the list.

Special Requirement for Appointment in School Districts and BOCES:

Per Chapter 180 of the Laws of 2000, and by Regulations of the Commissioner of Education, to be employed in a position designated by a school district or BOCES as involving direct contact with students, a clearance for employment from the State Education Department is required.

Veteran's Credits:

Veterans entitled to and wishing to claim additional points must file in the Monroe County Department of Human Resources an Application for Veteran's Credits (VC-1) form, and a copy of their military discharge papers (DD-214). Disabled veterans must also file two (2) copies of an Authorization for Veteran's Disability Record (VC-4) with the Veteran's Administration. These forms are available at the Monroe County Department of Human Resources and must be filed within thirty (30) days of the examination date.

Candidates currently on active duty may apply within thirty (30) days of the examination. Upon discharge, candidates must submit a copy of their military discharge papers (DD-214). Any extra points will be applied upon our receipt of the discharge papers.

Special Arrangements for Examination:

If you need an alternate test date because you are a Saturday Sabbath Observer or if you have a disability that requires special accommodations for you to participate in an examination, you must notify us at the address or telephone numbers listed at the bottom of this page by the application deadline. Indicate your request on the front of your application for each exam, and under separate cover submit a statement outlining the reason for your request, the exam number(s) and title(s), and attach supporting documentation.

Active Military Members:

Special testing arrangements may be available to applicants who are active military members. For further information contact the Monroe County Department of Human Resources before submitting an application.

Multiple Exam Takers:

Persons also applying for examinations offered by the City of Rochester and/or New York State Civil Service Commission held on the same date, must complete a crossfiler form, available from the Monroe County Department of Human Resources, which will provide for special arrangements. Arrangements must be made to take **ALL** examinations at **ONE** test site. Unless this form is filed with the Monroe County Department of Human Resources two (2) weeks prior to the exam date, we cannot ensure that such arrangements will be made. **If you are taking multiple exams on the same date with Monroe County Civil Service Commission only, you do not have to file a crossfiler form.**

Candidates taking more than one (1) exam in different exam series will be allowed the specified length of time for each exam, up to a maximum of eight (8) hours. Example: If you are taking one (1) exam which allows six (6) hours, and another exam in a different series which allows four (4) hours, you must complete both tests in eight (8) hours, but you can spend no more time on each exam than the time allotted for that exam.

Admission to Examination:

If you have not received your admission notice to appear for the examination three days before the date of the exam, call the Monroe County Department of Human Resources at 428-5550.

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Issue Date: August 19, 2002